

WebEOC® Quick Reference Card

What is WebEOC

WebEOC® provides real-time information to authorized users anywhere Internet access is available by automating the paper processes already in place to effectively manage incident information. Permissions are customized by administrators and based on incidents and positions.

Accessing WebEOC

To access WebEOC® you will need the following.

- Internet connection
- Web Browser (Internet Explorer 6.0 or higher)
- Web site URL: https://caleoc.caloes.ca.gov
- WebEOC user name and password

Adding WebEOC to Your Favorites

To add WebEOC to your Favorites, select the **Favorites** tab in your toolbar, and select the **Add to Favorites** topic.

Pop-up Blocker

You must always turn off your pop-up blocker when using WebEOC. To turn off your pop-up blocker, select the **Tools** tab. Select the **Pop-up Blocker** topic, and the **Turn Off Pop-up Blocker** topic.

Logging in to WebEOC

To log in to WebEOC, follow the steps below.

- 1. Access your agency's WebEOC site. (see reverse side)
- 2. Enter your **user name** and **password**, and select OK.

WebEOC 7.4 Login	intermedix [™]
User:	
Password:	
OK	
New User? Click here	e to create an account.
Forgot Username/Pa	ssword?
This instance of WebEOC is meant as a train an actual event	3
WebEOC® is a registered trade	mark of ESi Acquisition, Inc.

3. Select your position and incident name, and select OK.



Control Panel Overview

The control panel contains all of the tools needed to effectively manage data. It houses boards, menus, tools, plug-ins, and links. Access to items is based on the position and incident you are logged in to.

WebEOC Administrator as Admin Position 3	MI o	n Off
Incident Name (2)	-	y On
Boards 4		
Activity Log	C3	(3
After Action Review (AAR)		
Checklist		
Checklist Builder		
Contacts		
Press Release	•	0
Resource Request/Task Assignments	0	3
Road Closures	0	•
Shelters 5		0
Situation Report		
Menus 6		
ICS/FEMA Forms »		G
Tools 🕜		
Admin		₩.
Chat		8
Messages		
WebEOC Help		
Plugins 3		
File Library		
MapTac		
NWS Weather Alerts		
Links		
FEMA		
Red Cross		
State EOC		

The following are descriptions of the numbered areas on the control panel.

- Your user name and position appear in this area. If your user name is highlighted, you can select it to make changes to your user account. Select your position to change the position you are logged in to without logging out of WebEOC.
- This is the incident you are currently logged in to. Select the incident name to log in to a different incident without logging out of WebEOC.
- To log out of WebEOC, select the Log Off button.
- In WebEOC, incident information is transmitted and displayed in boards, making the information universally available to all authorized users simultaneously. The Boards section contains the boards you can access. The names of the boards function like hyperlinks. Select the name of the board to open it.
- **6** Boards that are red have new information posted to them
- 6 The Menus contain the menus you can access. The names function like hyperlinks.
- The Tools section contains the tools you can access. The Admin link is only available to administrators.
- 8 The Plugins section contains applications that add specific functionalities to WebEOC such as mapping utilities and file storage.
- The Links section contains links to Web sites and reports your administrator has configured.

Tools

During an incident, Tools enhance communication between users and external contacts.

Menus

Menus are used to group multiple boards, plug-ins, links, forms, and other menus under a single link on the control panel. Customized menus streamline the control panel and assist with permissions settings.

Boards

Boards can have multiple views (input, list, and display). Your administrator decides the boards and board views you can access.

WebEOC 7.4 intermedix

The most common boards used are: Activity Log, Press Release, Shelters, Significant Events, and Situation Report. Your agency may change the name of an existing board to suit your needs. For example, the Activity Log is sometimes called the Position Log. . If your agency has created boards

Cook@intermedix.com as Cat OES SRCO OPSilog Off WebFusionDiscussion

Boards

Activated Situation Report (Published)

Activated Situation Report (Working)

Board View Table Listing

Cal OES - Advance Plan (Eddit)

Cal OES - Advance Plan (Read Only)

Cal OES - ADMN Donations

Cal OES - NDMN Donations

Cal OES - Vendor Resource Database

Cal OES Sevacuation Status Board

Cal OES Job Assignment

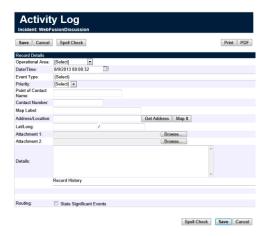
Cal OES SOC Action Plan

specific to your needs, see your WebEOC administrator for instructions on using those boards.

Entering Board Data

The Activity Log allows you to record information for your role in the EOC. You can send entries to the Significant Events board.

To post an entry, select your **Activity Log** board. In the Activity Log window, select the **New Record** button. Complete the record, and select the **Post to Significant Events** checkbox if applicable. Select the **Save** button.



Viewing Significant Events

To view Significant Events, select the **Significant Events** board. You can update and filter records from this view.



Mission Tasking

The Mission Tasking board allows you to monitor requests for assistance that have been assigned to your position and to create new tasks. It is important that you keep this board open and visible on your computer at all times.

	Record d Requests	All Reques	New Re	quests In F	Progress	Reques	ts			Print	PDF
	Records:	_		•				Search:		Clear	Search Search
OP Area	Request Number	Mission Number	Cal OES Coordinator	Status	Tasks	Priority	Resource Needed	Resource Coordinator Category	Request Summary	Date/Time Due	Detail
State	102		New Name	Action Required	0 of 0	NOW			Test123		View
State	100			Action Required	0 of	NOW			Test123		View

